

COMMUNITY HEALTH WORKER SERVICES

ELIGIBLE PROVIDERS

In order to receive payment, all eligible servicing and billing provider's National Provider Identifiers (NPI) must be enrolled with South Dakota Medicaid. Servicing providers acting as a locum tenens provider must enroll in South Dakota Medicaid and be listed on the claim form. Please refer to the [provider enrollment chart](#) for additional details on enrollment eligibility and supporting documentation requirements.

South Dakota Medicaid has a streamlined enrollment process for eligible ordering, referring, and attending providers that may require no action on the part of the provider as submission of claims constitutes agreement to the [South Dakota Medicaid Provider Agreement](#).

CHW Agency

A community health worker (CHW) agency is required to be enrolled with South Dakota Medicaid to be reimbursed for services.

A health system with more than one physical location has the option to enroll as a single CHW agency. Any provider enrolling as a CHW agency will need to obtain a new [Type 2 BNPI](#) to be used for billing CHW services only or use a [Type 2 BNPI](#) that is not enrolled with Medicaid. Agencies will need to enroll the BNPI through provider enrollment. A health system enrolling multiple locations under one agency will need to indicate a "primary location" on the enrollment application.

CHW agencies must complete a supplemental provider agreement addendum and submit their written policies and procedures as outlined in the supplemental agreement addendum as part of the provider enrollment process.

The staff training policy must indicate that all CHWs are certified by the Community Health Worker Collaborative of South Dakota. The staff training policy must also include identification of the processes and timelines for new staff orientation and annual staff training. The new employee orientation must occur before the employee enters an individual's home unsupervised. New employee orientation must include a training on local providers and health resources.

Individual CHWs

South Dakota Medicaid does not enroll individual CHWs. Individual CHWs must be employed and supervised by an enrolled CHW agency. CHWs must be certified by the [Community Health Worker Collaborative of South Dakota](#).

Community Health Representatives

South Dakota Medicaid recognizes that Community Health Representatives (CHR) are an integral part of tribal communities. A CHR is an individual who has completed an approved CHR training program through Indian Health Service (IHS) and works under the APHA definition of a CHW and the IHS definition of a CHR. For purposes of this manual, the term Community Health Worker (CHW) is inclusive of Community Health Representatives.

ELIGIBLE RECIPIENTS

Providers are responsible for checking a recipient's Medicaid ID card and verifying eligibility before providing services. Eligibility can be verified using South Dakota Medicaid's [online portal](#). The following recipients are eligible for medically necessary services covered in accordance with the limitations described in this chapter:

Coverage Type	Coverage Limitations
Medicaid/CHIP Full Coverage	Medically necessary services covered in accordance with the limitations described in this chapter.
Unborn Children Prenatal Care Program (79)	Coverage restricted to pregnancy related services only including medical issues that can harm the life of the mother or baby.

Refer to the [Recipient Eligibility](#) manual for additional information regarding eligibility including information regarding limited coverage aid categories.

COVERED SERVICES AND LIMITS

General Coverage Principles

Providers should refer to the [General Coverage Principles](#) manual for basic coverage requirements all services must meet. These coverage requirements include:

- The provider must be properly enrolled;
- Services must be medically necessary; and
- The recipient must be eligible.

The manual also includes non-discrimination requirements providers must abide by.

CHW Covered Services

CHW services are a preventive health service to prevent disease, disability, and other health conditions or their progression for individuals with a chronic condition or at risk for a chronic condition who are unable to self-manage the condition or for individuals with a documented barrier that is affecting the individual's health.

The following are examples of qualifying conditions:

- Asthma;
- Cancer;
- COPD;
- Depression;
- Diabetes;
- Heart Disease;
- Hypercholesterolemia;
- Hypertension;
- Mental Health Conditions;
- Musculoskeletal and neck/back disorders;
- Obesity;
- Pre-Diabetes;

- High Risk Pregnancy;
- Substance Use Disorder;
- Tobacco use; and
- Use of multiple medications (6 or more classes of drugs).

Barriers must be based on a risk assessment or prior health care experiences with the individual. The following are examples of barriers affecting an individual's health that could result in CHW services being necessary:

- Geographic distance from health services results in inability to attend medical appointment or pick-up prescriptions;
- Lack of phone results in the individual going to the emergency department instead of scheduling a medical appointment; or
- Cultural/language communication barriers results in the individual not following a medical professional's recommendation.

Physician or Other Licensed Practitioner Order

Community health worker services must be ordered by a physician, physician assistant, nurse practitioners, certified nurse midwife, or dentist. The service must be ordered by the recipient's primary care provider or health home if applicable or from a provider who has already received a referral for the recipient (e.g., a specialist). Medical residents operating under a provider eligible to order CHW services may also order the services. A dentist can also order services for individuals that participate in the primary care provider or health home programs. To check a recipient's primary care physician or health home status, use the provider portal or call the number on the back of the recipient's card.

Care Plan

Services must be delivered according to a care plan. The care plan must be written by the ordering provider, or a qualified healthcare professional supervised by the ordering provider. The care plan must be finalized prior to CHW services being rendered. The ordering provider must specify the condition or barrier that the service is being ordered for and the duration of the service. An order may not exceed a period of one year. The plan must meet the following requirements:

- The plan must be relevant to the condition or barrier;
- Include a list of other healthcare professionals providing treatment for the condition or barrier;
- Contain written objectives which specifically address the recipient's condition or barrier affecting their health;
- List the specific services required for meeting the written objectives; and
- Include the frequency and duration of CHW services (not to exceed the provider's order) to be provided to meet the care plans objectives.

Care Plan Review

The ordering provider must review the recipient's care plan at least semiannually with the first review completed no later than six months from the effective date of the initial care plan. The ordering provider must determine if progress is being made toward the written objective and whether services are still medically necessary. If there is a significant change in the recipient's condition, providers should consider amending or discharging from the care plan. The ordering provider and the CHW agency must communicate regarding changes or amendments to the care plan.

Covered Services

CHW Services must be related to an intervention outlined in the individual's care plan. Service may be provided face-to-face, via telemedicine, or via two-way audio-only when the recipient does not have access to audio/visual telemedicine technology. The limitation necessitating audio-only services must

be documented in the recipient's record. Up to five (5) units of individual services may be performed in a clinic setting in a plan year to allow for the initial establishment of CHW/recipient relationship after which services are only allowed to be provided in a home or community setting. A CHW may attend medical appointments with a recipient. Group services may take place in a meeting room of a medical setting. The care plan must be finalized prior to CHW services being rendered. Covered services include:

- Health system navigation and resource coordination including helping a recipient find Medicaid providers to receive a covered service, helping a recipient make an appointment for a Medicaid covered service, arranging transportation to a medical appointment, attending an appointment with the recipient for a covered medical service helping a recipient find other relevant community resources such as support groups, and implementing a component of the care plan addressing a Social Determinant of Health (SDoH). In order to attend an appointment with a recipient the CHW must have written consent from the recipient.
- Health promotion and coaching including providing information or education to recipients that makes positive contributions to their health status such as cessation of tobacco use, reduction in the misuse of alcohol or drugs, improvement in nutrition, improvement of physical fitness, family planning, control of stress, pregnancy and infant care including prevention of fetal alcohol syndrome.
- Health education to teach or promote methods and measures that have been proven effective in avoiding illness and/or lessening its effects such as immunizations, control of high blood pressure, control of sexually transmittable disease, prevention and control of diabetes, control of toxic agents, occupational safety and health, and accident prevention. The content of the education must be consistent with established or recognized healthcare standards.

Services may be provided to the parent or legal guardian of a recipient 18 or younger if the service is for the direct benefit of the recipient, in accordance with the recipient's needs and care plan objectives, and for the purpose of addressing the diagnosis identified in the care plan.

Individual and Group Services

Services may be provided to an individual recipient or a group of recipients. The group may consist of Medicaid recipients and non-Medicaid recipients. The group may not be larger than 8 individuals. CHW agencies may only bill South Dakota Medicaid for Medicaid recipients in the group with an active care plan. If the group consists of non-Medicaid recipients, South Dakota Medicaid must not be billed at a rate higher than other group participants are billed at. When services are provided to a single recipient that is a child and one or more parents or legal guardians is present the service is considered an individual service. If services are provided to more than one Medicaid recipient at the same time, they must be billed using the applicable group CPT code.

NON-COVERED SERVICES

General Non-Covered Services

Providers should refer to [ARSD 67:16:01:08](#) or the [General Coverage Principles](#) manual for a general list of services that are not covered by South Dakota Medicaid.

Noncovered services include, but are not limited to:

- Advanced care planning;
- Advocacy on behalf of the recipient;

- Case management/care management;
- Child care;
- Chore services including shopping and cooking;
- Companion services;
- Employment services;
- Exercise classes
- Helping a recipient enroll in government programs or insurance;
- Interpreter services;
- Missed or broken appointments;
- Medication, medical equipment, or medical supply delivery;
- Personal Care services/homemaker services;
- Respite care;
- Services not listed in the recipient's care plan;
- Services provided prior to the recipient's care plan being finalized;
- Services provided to non-Medicaid patients.
- Services that duplicate another covered Medicaid service;
- Services that require licensure;
- Socialization;
- Transporting the recipient; and
- Travel time.

CHWs may provide non-covered services at their discretion if appropriate; however, these services must not be billed to South Dakota Medicaid. CHW agencies may not charge recipients for non-covered services.

Community Support Providers (CSPs) enrolled as CHW agencies may not bill for services that are duplicative of services provided as a CSP.

COMMUNITY HEALTH WORKERS AND HEALTH HOMES

South Dakota Medicaid's goal is for CHWs and Health Homes to complement each other and work together for the benefit of the recipient. A CHW can serve as a member of the Health Home Care Team (HHCT). If Medicaid is billed for CHW services and the Health Home is claiming a core service for a quarter, it is important that the services are separate and distinct.

Duplicative Services

CHW services may not be duplicative of the quarterly core service being claimed by a Health Home. CHW agencies should be mindful of the fact that when a core service is claimed by a Health Home that the Medicaid payment for that core service is considered payment that entire quarter and should exclude those services from the CHW plan of care.

Providers should consider two factors when determining whether a service is duplicative:

1. Service Type

2. Diagnosis/Condition

Service Type

The table below is a crosswalk of the types of CHW services to types of Health Home core services. Service types in the same row are considered duplicative.

Health Home Core Service	Duplicative CHW Service
<ul style="list-style-type: none"> Comprehensive Care Management Care coordination Comprehensive transitional care Individual and family support Referrals to community and social support services 	<ul style="list-style-type: none"> Health system navigation and resource coordination <p>*See Exceptions Below</p>
<ul style="list-style-type: none"> Health promotion 	<ul style="list-style-type: none"> Health promotion and coaching
<ul style="list-style-type: none"> Health promotion 	<ul style="list-style-type: none"> Health education

For example, CHW health system navigation and resource coordination and Health Home referrals to community and social support services are considered duplicative service types. For service types considered duplicative it is not appropriate to bill for both the CHW service and claim a corresponding core service that same quarter unless the diagnosis/condition exception described below is met.

Non-duplicative services may be billed for. For example, CHW services for health promotion and coaching can be billed to Medicaid for a recipient in the same quarter that the Health Home claims the care coordination core service for that recipient as the service types are not duplicative.

Diagnosis/Condition Exception

If the service types are considered duplicative in the table above, the CHW services and Health Home core services are not considered duplicative if the following requirements are met:

1. The services provided are for separate and distinct diagnoses/conditions; **and**
2. The services are provided on different dates of service.

For example, a CHW may do health promotion and coaching with a recipient regarding a diabetes diagnosis on June 1 and a Health Home may do health promotion with the same recipient on June 15 for a hypertension diagnosis.

Examples of CHW and Health Home Services Complementing Each Other

The following are examples of how health home core services and CHW services can complement each other.

Examples	
Health Home Core Services	CHW Services
Core Service 1: Comprehensive Care Management- HHCT providers may refer a	The CHW can continue work with the recipient and bill for health promotion and health education. Health

recipient for CHW services and complete the care plan as outlined on page 3.	system navigation would be the responsibility of the HHCT, but a CHW could attend an appointment with the recipient if necessary.
Core Service 2: Care Coordination- HHCT is responsible for making referrals, arranging services, support of appointment compliance, etc.	The CHW can continue work with the recipient and bill for health promotion and health education. Health system navigation would be the responsibility of the HHCT, but a CHW could attend an appointment with the recipient if necessary.
Core Service 3: Health Promotion- It is recommended that Health Homes <u>do not</u> bill for core service 3 while utilizing CHWs as part of the care team because of the nature of CHW work	The CHW would not be able to bill services if the Health Home is billing for core service 3.
Core Service 4: Comprehensive Transitional Care- This includes interdisciplinary collaboration, comprehensive transitional care activities including discharge planning and proactive health coaching. The service requires contacting recipient within 72 hours of discharge from inpatient stay or ER visit.	The CHW could continue working with recipient as outlined in the care plan. This can include health education and health promotion.
Core Service 5: Individual and Family Support- HHCT works at reducing barriers to care coordination such as working with family to increase medication compliance, transportation and keeping appointments	The CHW could continue working with recipient as outlined in the care plan. This can include health education and health promotion.
Core Service 6: Community and Social Support Services- HHCT would assist recipient in finding social support services in the community.	The CHW can continue work with the recipient and bill for health promotion and health education. Health system navigation would be the responsibility of the HHCT, but a CHW could attend an appointment with the recipient if necessary.

DOCUMENTATION REQUIREMENTS

General Requirements

Providers must keep legible medical and financial records that fully justify and disclose the extent of services provided and billed to South Dakota Medicaid. These records must be retained for at least 6 years after the last date a claim was paid or denied. Please refer to the [Documentation and Record Keeping](#) manual for additional requirements.

CHW Documentation

Each service provided by a CHW agency must be documented. Services that are not documented are considered to have not occurred and are subject to recoupment of payment in the event of an audit. The following documentation must be maintained by the CHW agency:

- Type of service performed including whether it was an individual or group service;
- A summary of services provided including the objectives in the care plan the service is related to;

- Recipient receiving services;
- Number of group members if a group service was provided;
- Date of the service;
- Location of service delivery including delivery method;
- Time the service begins and ends;
- Name of the individual providing the service; and
- CHW signature;

It is recommended that the CHW obtain a signed and dated statement/form from the recipient or their parent or legal guardian that indicates services were provided on that date.

Both the ordering provider and the CHW agency must keep record of a recipient's care plan. The ordering provider and CHW agency must also document when the care plan was reviewed.

REIMBURSEMENT AND CLAIM INSTRUCTIONS

Timely Filing

South Dakota Medicaid must receive a provider's completed claim form within 6 months following the month the service was provided. Requests for reconsiderations will only be considered if they are received within the timely filing period or within 3 months of the date a claim was denied. The time limit may be waived or extended by South Dakota Medicaid in certain circumstances. Providers should refer to the [General Claim Guidance](#) manual for additional information.

Third-Party Liability

Medicaid recipients may have one or more additional source of coverage for health services. South Dakota Medicaid is generally the payer of last resort. Providers must pursue the availability of third-party payment sources and should use the Medicare Crossover or Third-Party Liability billing instructions when applicable. Providers should refer to the [General Claim Guidance](#) manual for additional information.

Reimbursement

CHW agencies must bill for services at the provider's usual and customary rate. Covered services will be reimbursed at the lesser of the provider's usual and customary rate or the rate on the Community Health Worker fee schedule.

CHW agencies may bill and be reimbursed by Medicaid for CHW services rendered to Medicaid recipients even when the provider offers the same service without charge to any other patient. Services must still meet all other Medicaid coverage criteria to be eligible for reimbursement.

Claim Instructions

CHW services must be billed on a CMS 1500 claim form. Please refer to the Professional Services Billing Manual for detailed claim form instructions.

CHW services may only be billed using one of the following CPT Codes:

- 98960 - Self-management education & training 1 patient - 30 minutes
- 98961 - Self-management education & training 2-4 patients - 30 minutes
- 98962 - Self-management education & training 5-8 patients - 30 minutes

Services are only billable if at least 16 minutes of service were provided. Providers must use the following table to determine how many units should be billed. As a reminder the time the service began and ended must be documented in the recipient's medical record.

Unit	Time
1 Unit	16-45 Minutes of Service
2 Units	46-75 Minutes of Services
3 Units	76-105 Minutes of Service
4 Units	106 Minutes of Service or more

No more than 4 units of any combination of 98960, 98961, or 98962 are billable on a single date of service. A recipient is limited to 104 units of services in a plan year from July 1 to June 30. It is a fraudulent billing practice to list a date of service on the claim other than the date the service was rendered. A provider engaged in this practice may be subject to recoupment of payment, termination of the provider agreement, and referral to the Medicaid Fraud Control Unit in the Attorney General's Office.

The diagnosis code(s) included on the claim must relate to the medical reason for the recipient's care plan. The billing provider and servicing provider listed on the claim must be the CHW agency, not the individual CHW. Services may be billed on a monthly basis, but documentation must be for each date of service.

Medicaid as Non-Primary Insurer

As CHW services are not currently covered by other South Dakota insurers CHW Agencies may bill Medicaid first for CHW services even if the recipient has insurance that would otherwise be primary.

Social Determinants of Health (SDoH) Z-Codes

CHW agencies may bill SDoH diagnosis codes as primary or secondary diagnosis codes. For a list of approve codes please see appendix A.

DEFINITIONS

1. "Telemedicine" - The use of an interactive telecommunications system to provide two-way, real-time, interactive communication between a provider and a Medicaid recipient across a distance.

REFERENCES

- [Administrative Rule of South Dakota \(ARSD\)](#)
- [South Dakota Medicaid State Plan](#)
- [Code of Federal Regulations](#)

QUICK ANSWERS

1. What is the difference between Community Health Worker services and Health Homes?

Health home services are generally provided in a clinic setting. Community health worker services are generally provided in a home or community-based setting; however, up to 5 units may be provided in a clinical setting. Refer to the Community Health Workers and Health Homes section of the manual for additional information.

2. Can services be provided via telemedicine and via audio-only?

Yes, services can be provided via telemedicine. Services may also be provided via audio-only when a recipient does not have access to an audio-video device. Please refer to the [Telemedicine Services Manual](#) for additional information regarding billing requirements.

3. Can I provide more than four units a day?

Yes, but only four units are reimbursable per day per recipient. A recipient may not be charged for services provided in excess of four units.

4. Can a CHW agency bill a recipient for services not covered by South Dakota Medicaid?

No, per the CHW supplemental addendum CHW agencies are not allowed to charge recipients for noncovered services.

5. Can a CHW agency bill Medicaid or the recipient for transportation?

No. If a CHW agency meets the standards to become a community transportation provider or a secure medical transportation provider, they can enroll with South Dakota Medicaid as that type of provider and provide covered transportation services. For transportation provider qualifications please refer to [ARSD Ch. 67:16:25](#).

6. Is attending an appointment with a recipient a covered service?

This is covered if the CHW services have been ordered for the recipient and this is specified as a service in the recipient's care plan. Like all other CHW services, this service is considered noncovered if provided prior to the care plan being finalized.

7. Where can CHW services be provided?

CHW services can be provided in a community setting or a recipient's home and up to 5 units may be provided in a clinical setting annually from July 1 to June 30.

8. If CHW services are co-facilitated by two different CHWs, can they both be reimbursed?

No, only one provider can submit for reimbursement for CHW services for one recipient. Reimbursement is the same regardless of the number of people facilitating the service.

9. If more than one covered family member living in the same household has an order for CHW services, are services billed at a group or individual rate?

Services rendered to a group must be billed using the applicable group code based on the number of members receiving the services. Services rendered to individuals separate from the rest of the household can be billed at the individual rate.

10. If a Medicaid recipient does not have a Primary Care Physician or is not participating in a Health Home, can an Emergency Room Physician order CHW services?

Yes, all other requirements must be met before services are rendered (e.g., a care plan must be completed).

11. If a recipient resides in a nursing facility, are CHW services reimbursable?

No, CHW services are not reimbursable for recipients residing in a nursing facility. As part of Medicaid's reimbursement for nursing facility services the nursing facility is required to provide services similar to what a CHW would provide.

APPENDIX A

Problems related to education and literacy (Z55) Z55.0 Illiteracy and low-level literacy Z55.1 Schooling unavailable and unattainable Z55.2 Failed school examinations Z55.3 Underachievement in school Z55.4 Educational maladjustment and discord with teachers and classmates Z55.8 Other problems related to education and literacy Z55.9 Problems related to education and literacy, unspecified	Problems related to social environment (Z60) Z60.0 Problems of adjustment to life-cycle transitions Z60.2 Problems related to living alone Z60.3 Acculturation difficulty Z60.4 Social exclusion and rejection Z60.5 Target of (perceived) adverse discrimination and persecution Z60.8 Other problems related to social environment Z60.9 Problems related to social environment, unspecified
Problems related to employment and unemployment (Z56) Z56.0 Unemployment, unspecified Z56.1 Change of job Z56.2 Threat of job loss Z56.4 Discord with boss and workmates Z56.5 Uncongenial work environment Z56.6 Other physical and mental strain related to work Z56.89 Other problems related to employment Z56.9 Unspecified problems related to employment	Problems related to upbringing (Z62) Z62.0 Inadequate parental supervision and control Z62.1 Parental overprotection Z62.2 Upbringing away from parents Z62.21 Child in welfare custody Z62.22 Institutional upbringing Z62.3 Hostility towards and scapegoating of child Z62.6 Inappropriate (excessive) parental pressure Z62.810 Personal history of physical and sexual abuse in childhood Z62.811 Personal history of psychological abuse in childhood Z62.812 Personal history of neglect in childhood Z62.819 Personal history of unspecified abuse in childhood Z62.82 Parent-child conflict Z62.822 Parent-foster child conflict Z62.891 Sibling rivalry Z62.898 Other specified problems related to upbringing
Occupational exposure to risk factors (Z57) Z57.0 Occupational exposure to noise Z57.2 Occupational exposure to dust Z57.31 Occupational exposure to environmental tobacco smoke Z57.39 Occupational exposure to other air contaminants Z57.4 Occupational exposure to toxic agents in agriculture Z57.5 Occupational exposure to toxic agents in other industries Z57.8 Occupational exposure to other risk factors Z57.9 Occupational exposure to unspecified risk factor	Other problems related to primary support group, including family circumstances (Z63) Z63.0 Problems in relationship with spouse or partner Z63.3 Absence of family member Z63.4 Disappearance and death of family member Z63.5 Disruption of family by separation and divorce Z63.6 Dependent relative needing care at home Z63.7 Other stressful life events affecting family and household Z63.72 Alcoholism and drug addiction in family Z63.8 Other specified problems related to primary support group
Problems related to housing and economic circumstances (Z59) Z59.0 Homelessness Z59.1 Inadequate housing Z59.2 Discord with neighbors, lodgers and landlord Z59.3 Problems related to living in residential institution Z59.4 Lack of adequate food and safe drinking water Z59.5 Extreme poverty Z59.6 Low income Z59.7 Insufficient social insurance and welfare support Z59.8 Other problems related to housing and economic circumstances Z59.9 Problem related to housing and economic circumstances, unspecified	Problems related to certain psychosocial circumstances (Z64) Z64.0 Problems related to unwanted pregnancy Z64.1 Problems related to multiparity Z64.4 Discord with counselors
Problems related to medical facilities and other health care (Z75) Z75.3 Unavailability and inaccessibility of health care facilities Z75.4 Unavailability and inaccessibility of other helping agencies	Problems related to other psychosocial circumstances (Z65) Z65.0 Conviction in civil and criminal proceedings without imprisonment Z65.1 Imprisonment and other incarceration Z65.2 Problems related to release from prison Z65.3 Problems related to other legal circumstances Z65.4 Victim of crime and terrorism Z65.5 Exposure to disaster, war and other hostilities Z65.8 Other specified problems related to psychosocial circumstances